

MAINE

CHARTER SCHOOL COMMISSION

Coffee and Light Refreshment Policy

The Maine Charter School Commission (MCSC) may provide coffee and light refreshments at meetings and formal training sessions in accordance with the Maine Administrative and Accounting Manual Section 70.10. Refreshments will only be provided in the conduct of official Commission business at certain Commission-sponsored meetings where:

- The purpose of the meeting is to conduct Commission business, provide formal training sessions that benefit the Commission, or recognize Commission or Commission member accomplishments;
- The meeting involves elective or appointive officials, state employees, or others the Commission is legally authorized to reimburse;
- The coffee and/or light refreshments are an integral part of the meeting;
- The Commission obtains a receipt for the actual costs of the coffee and/or light refreshments; and
- The Commission person responsible for the meeting receives approval from the Commission Chair or Vice Chair for the serving of coffee and/or light refreshments prior to the event.

All costs incurred for coffee and light refreshments must be directly related to Commission activities, ~~obtained at the most economical price~~, and necessary for the conduct of state business. ~~In accordance with Title 5, Part 18, Chapter 379, noontime meal expenses incurred while at a Commission Meeting shall not exceed \$5.00 per meal.~~

Expenditures for coffee and light refreshments are prohibited at receptions for new, existing, and/or retiring members of the Commission; election celebrations; activities intended either to lobby a legislator or a governmental official or are to be a social rather than governmental business event; and for those whom the Commission is not legally authorized to reimburse.

The Commission will document the request and approval for expenditures for coffee and/or light refreshments. The documentation will provide support for the authorization, including:

- The names of the state organizations or persons attending the meeting; and

- The purpose of the meeting or expenditure.

Attached is a copy of the pre-approval form that must be signed ~~by the Commission Chair or Vice Chair~~ Executive Director or Director of Operations prior to arranging for the beverage services and which must accompany the invoice for payment of the expenditure. The Finance Division of the Department of Administrative & Financial Services' General Government Service Center will not process an invoice that is not accompanied by a signed pre-approval form.

MAINE CHARTER SCHOOL COMMISSION COFFEE AND LIGHT REFRESHMENTS PRE-APPROVAL

Name of Staff Person Requesting Approval: _____

Position: _____

Event Name: _____

Event Date: _____

Purpose of Event: _____

Justification (why is it necessary to provide refreshments):

Number of Participants: _____

Anticipated Cost Per Person: _____ Total Cost: _____

Funding Source: _____

Name

Date

List (or attach) the names of the state organizations or persons attending the meeting (includes conferences, conventions, and formal training sessions):

This form must be signed by the ~~Chair or Vice Chair~~ Executive Director or Director of Operations prior to arranging for coffee and/or light refreshments services and must accompany the invoice for payment of the expenditure. The Finance Division of the DAFS Service Center will not process an invoice that is not accompanied by a signed pre-approval form.

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